

COURT SERVICES DIRECTOR

FLSA Code: E

Job Code: 7050

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and administrative work planning, organizing and directing the activities of the Probation Office and Aurora House group residence facility; does related work as required. Work is performed under the general supervision of the City Manager and the Chief Judge of the Juvenile and Domestic Relations Court.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing the development and delivery of probation, residential treatment program and related services for the Juvenile and Domestic Relations clients and their families; identifying needs; setting policy; maintaining records; preparing reports.

Plans, organizes and directs the operation of the juvenile probation services and residential treatment services;

Conducts staff conferences and meetings and advises staff on difficult or unusual problems;

In accordance with established policies, selects, promotes and dismisses staff employees;

Develops and supervises the coordination of prescreening, treatment and discharge planning and follow-up of clients to ensure continuity of supervision;

Develops and supervises staff serving clients including case and program consultation, education and collaboration with staff and direct services with clients;

Compiles statistical data, keeps operating records, prepares monthly, special and annual reports as required;

Formulates and oversees counseling, treatment and release policies for Aurora House;

Cooperates closely with the Juvenile and Domestic Relations Court in matters relative to court services and practices;

Interprets the philosophy and objectives of the court service programs through contacts with interested public agencies and community organizations and through the various communication media;

Serves on a variety of committees and task forces pertaining to delinquency prevention and rehabilitation;

Prepares annual budget and monitors expenditures;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university supplemented by a Master's degree in human services, social work or related field and extensive experience in juvenile and domestic relations support services, including considerable supervisory experience; comprehensive knowledge of human behavior and psychosocial rehabilitation and juvenile and domestic relations law; proven skill in program planning and evaluation, clinical assessment and treatment, program design, implementation and budget development, treatment plan development and to communicate effectively with a wide variety of people. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.